

HEALTH AND SAFETY POLICY

Statement of Policy

KCL acknowledges and accepts its legal responsibilities for securing the health, safety, and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities under the Health and Safety at Work Act 1974.

The College will provide and maintain safe and healthy working conditions so far as reasonably practicable.

KCL will ensure, so far as is reasonably practicable:

- That it provides and maintains systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- Arrangements are made for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- That it provides such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all its employees, staff, students, and visitors;
- So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- The provision and maintenance of a working environment for its employees, staff, students, and visitors that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- We will provide adequate control of the Health and Safety risks arising from our work activities.
- The College ensures that all its staff are competent to carry out their tasks and given adequate information, instruction, training and supervision.
- The College will encourage all employees to be actively involved in maintaining safe operating conditions and practices.
- This policy will be regularly reviewed to ensure that these standards of health and safety are maintained

KCL Responsibilities

Responsibility for health and safety of KCL is of people mentioned in clause of this policy, and will:

- Ensure suitable financial provision is made for health & safety obligations;
- Provide a safe working environment for employees and learners who may be affected by the work activities;

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- Ensure that the health and safety policy is effectively implemented throughout the College;
- Provide appropriate information, instruction, training, and supervision to employees
- Ensure work is planned to take into account health & safety issues
- Provide adequate welfare facilities for their employees in accordance with the Workplace, (Health, Safety and Welfare) regulations 1992
- All employees shall at all times take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their work activities.

Arrangements

Health and safety is considered in all aspects of our work. The following, outlines the principal ways in which we implement health and safety:

Communication - The contents of this policy are brought to the attention of all employees. Employees are directly consulted on any matters that may affect their health and safety.

Training - Training needs will be identified, and employees will be given training appropriate to their responsibilities. Training is specifically provided for work with hazardous substances, use of equipment, use of personal protective equipment (PPE) and manual handling. Additional training required because of new work activities and the use of new equipment or substances will be provided when needed. The training achievement of all employees will be recorded.

Risk Assessments - Risk assessments are a legal duty under the Management of Health and Safety at Work Regulations 1999. Regulation 3 states:

Every employer shall make suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work;

Every employer shall make a suitable and sufficient assessment of persons not in his employment arising out of, or in connection with this, by him or his undertaking.

The objective is to examine all work areas and procedures to assess or determine if a risk or potential risks exist, categorise the severity of the risk with a view to elimination, substitution, reduction or control of the risk to help create a safe working environment.

The HR Office ensures operators are provided with appropriate instruction and training on risk assessments. Assessments are reviewed annually, when the work activity changes or if an accident occurs relating to that assessment.

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Emergencies

Employees always familiarize themselves with client procedures and fire exits when first attending other sites and co-operates and participate in any drills.

Welfare

Welfare arrangements are provided in line with the Workplace (Health, Safety and Welfare) Regulations 1992. KCL works with the owners and managers of its campus premises to ensure that the Workplace Approved Code of Practice. For example, it will ensure that the minimum number of sanitary conveniences is provided in line with the requirements set out in the Code of Practice for the anticipated staff and student numbers.

Equipment

All equipment is subject to routine maintenance, taking into account various factors, including:

- statutory testing
- type of equipment
- amount of use
- consequences of failure.

Personal Protective Equipment

The Personal Protective Equipment at Work Regulations 1992 requires employers to supply suitable and sufficient PPE to their employees wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE is provided as appropriate for the work activities. It should always be considered as the last resort and used only where other precautions cannot adequately reduce the risk of injury. Every employee has a duty to use the PPE provided and to report any loss of or obvious defect in the equipment.

Please note that KCL has no duty to supply PPE to any self-employed consultants or contractors, where such staff require PPE to carry out their duties the 1992 Regulations require them to supply these themselves.

Hazardous substances

The law requires employers to control exposure to hazardous substances to prevent ill health. They have to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

The risks associated with hazardous substances are considered for all work activities by obtaining information from the relevant Safety Data sheets where possible. Alternative, less

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harmful substances are used if available. In case of risks to health, PPE is provided and used by employees. Unidentified potential hazardous substances, such as asbestos, encountered during the course of a work activity are referred to the client and/or advice taken from the H&S adviser, as appropriate.

Any substances hazardous to health that are encountered by employees e.g. cleaning agents such as bleach are assessed using appropriate COSHH assessment forms.

First aid & accident reporting

A basic first aid kit containing recommended minimum materials is kept on the premises. An appointed person is selected from within the office to maintain the contents of the first aid kit and to phone for emergency assistance if required. All accidents are reported to the Security and/or HR Office and recorded in the Accident and Incident Book. Those defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) as reportable incidents are also reported to the appropriate enforcing authority or to the incident contact center in accordance with paragraph 3.15 below.

All Accident and Incident Book entries and RIDDOR reports will be kept for 3 years from the date the record was made, in either hard-copy or digital format, or both.

Manual Handling

The Manual Handling Operations Regulations 1992 state:

Each employer shall:

where it is not reasonably practicable to avoid the need for his employees to undertake any manual handling operations at work which involve a risk of their being injured:

make a suitable and sufficient assessment of all such manual handling operations to be undertaken by them.

take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking any such manual handling operations to the lowest level reasonably practicable.

take appropriate steps to provide any of those employees who are undertaking any such manual handling operations with general indications and, where it is reasonably practicable to do so, precise information on: (a) the weight of each load; and (b) the heaviest side of any load whose center of gravity is not positioned centrally.

If employees are required to use any manual handling equipment they should, as a minimum, be shown how to use it safely and warned of any dangers. If the equipment is complex or the

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risks are higher, then such information should also be conveyed in writing. This could be done, for example, by providing staff with a copy of the suppliers' operating instructions.

The main aim of the Manual Handling Operations Regulations is to avoid injury to employees, this can be achieved by avoiding moving loads altogether, but in most circumstances, this will be impracticable. The second stage in the hierarchy of control is to try and automate or mechanise the manual handling operations i.e. by using forklift trucks, conveyor belts etc. Lastly if this is not possible the employer will be required to carry out a manual handling assessment, this may be a simple assessment, or it may require a more detailed assessment.

A detailed assessment needs to take into account of:

1. The task

Is there twisting, stretching, stooping etc. involved

2. The individual's capability

Does it require unusual height, strength, training etc.?

3. The load

Is the load, hot, heavy, sharp, difficult to grasp etc.?

4. The environment

Are there slippery floors, stairs, confined spaces etc.? Our employees are advised not to manually handle loads, which they feel incapable of moving safely.

Fire safety.

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. Fires can cause massive destruction to the building structure, services, equipment, goods in storage, also information and records can be destroyed or damaged. We are legally obliged to safeguard our employees against exposure to the hazards associated with fire.

For these reasons, we undertake to put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls:

- inspection of the structure of the premises for fire safety annually
- fire detection equipment to be installed and inspected regularly
- any fire alarms will be regularly tested
- fire suppression apparatus will be inspected regularly
- emergency lighting will be provided as appropriate

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- fire extinguishers will be placed at clearly labelled fire points
- emergency exit routes and signs to be kept clear at all times
- we will train staff in the use of extinguishers, procedures for fire drills and evacuation
- records of training, induction, drills, alarm tests, fire certification to be kept on the premises and up to date in the fire log book.
- supervision and monitoring of visitors, including contractors will be carried out by health and Safety Lead.

These arrangements will be reviewed at least annually and on any significant change in the business or the premises.

Employees are reminded that they have a legal obligation under the Management of Health and Safety at Work Regulations 1999 to inform their manager of situations where they see serious and imminent danger to health and safety, OR any matters where they see a shortcoming in our arrangements for health and safety protection (including any shortcoming in training).

Student safety

Students receive a student handbook when they enroll and this contains details of health and safety information they should be aware of. Students are informed that they are responsible for their own safety and that of others and that breaches of health and safety requirements are likely to be considered grounds for expulsion from the College.

All staff, both teaching and non-teaching are responsible for ensuring that students behave in a responsible manner and for reporting any breaches of health and safety requirements.

Public safety.

Members of the public who may visit our site are informed of any specific hazards that may exist on the premises and adequately supervised whilst they are on the premises. Procedures for evacuation in the event of a fire are also made known as well as the exits pointed out.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The current regulations RIDDOR 2013 came into force on 1st October 2013 and require online reporting to the Health and Safety Executive (and in some cases to the Local Authority) of injuries, diseases and dangerous occurrences which arise out of or in connection with work activities. The following guidance interprets these regulations as they apply to London School of Science & Technology. The reporting timescales for RIDDOR incidents to the HSE is within 10 days.

RIDDOR reports should be made through the online reporting system here:

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<https://www.hse.gov.uk/riddor/>

For purposes of the requirement to report under RIDDOR the injury must be “Arising out of or in connection with work” and of a reportable type. Reportable injuries are:

- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
- causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:

leads to hypothermia or heat-induced illness requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a ‘specified injury’ (see above).

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5. Occupational diseases

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Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on occupational diseases is available.

6. Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- The accidental release of any substance which could cause injury to any person.

A full list of Dangerous Occurrences can be found here:

<http://www.hse.gov.uk/riddor/dangerousoccurences.htm>

When determining whether an injury arises out of or in connection with work, acts of non-consensual violence to a person at work that result in death, a major injury or being incapacitated for over seven days are reportable. Such an example would be “a lecturer being hit by a disruptive student during a lecture or “security staff injured removing student from common room/intervening in argument between students”. What would not be reportable would be “a supervisor/manager being hit by another employee during an argument over a personal matter”. This example is not a “work related incident” under the regulations and, as such, would be an assault and either police or disciplinary action may follow. In addition to the above RIDDOR reporting requirements, organisations must also keep a record of all incidents that result in over 3 days absence.

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